



Position Title: Administrative Assistant
Position Status: Full-time, 12 months
FLSA Classification: Non-Exempt
Reports To: Head of Middle School

Position Purpose

Provides clerical and administrative support to the Division Head and division

Essential Functions

- Contributes positively to the School's mission and values
 - Maintains a positive, pleasant demeanor to all constituencies
 - Remains calm in emergencies
 - Respects and maintains confidentiality
 - Looks to create optimal efficiencies in the running of the division
- Coordinates daily student attendance information
- At times, serves as the Middle School receptionist and answers calls/manages lobby door
- Works with the facilities department to communicate and coordinate maintenance requests
- Creates event preps for divisional events and supports the planning and coordination of them
- Coordinates, in collaboration with leadership team, field trip bookings and transportation
- Enters rosters/classes into database with the Scheduler
- Maintain the division head's calendar and, as needed, the calendars of the leadership team
- Maintains divisional calendars (both internal and external)
- Coordinates and schedules meetings, meeting rooms, and required equipment for meetings
- Arranges for substitute teachers and internal coverage; coordinates substitute teacher's needs, including appropriate first-time intake, scheduling, and reports for payroll processing; subs for classes, as needed
- Maintains electronic files and databases
- Coordinates and/or collaborates with the leadership team on photo day, Moving Up Ceremonies, student awards, and other divisional events
- Maintains the Lost and Found
- Creates and posts daily divisional announcements
- Creates student and faculty planners
- Maintains an adequate supply of materials for the division
- Coordinates divisional needs and completes other duties as assigned by the Head of Middle School

Qualifications

- Minimum high school diploma; bachelor's degree preferred and a minimum of three years experience in a similar position preferred.
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form.
- Ability to ascertain which people may need immediate assistance and to act accordingly.
- Must demonstrate competency with basic word processing, spreadsheet, and internet functions, as well as all applications used in the regular functions of the school. (Experience with Google Docs and Blackbaud preferred.)
- Ability to use basic office equipment.
- Ability to communicate effectively with all constituencies in a school environment.

Physical Requirements and Work Environment

- Regularly sit, talk, hear and visually intercept visitors.
- Be able to occasionally lift up to 30 lbs.
- Regularly uses close and distance vision.
- Works at desk and computer screen for extended periods of time.
- Turns, bends, reaches, and may occasionally climb.
- Works in a traditional climate-controlled office environment.
- Hours: 7:30 AM-4:00 PM, with additional hours required for attendance at special school events.

Application Procedure

Interested candidates, please email a cover letter, resume, and contact information for three professional references to careers@sch.org.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.